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DDP 11-063

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405

FEB 22 1971

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21-996

Honorable Richard Helms
Director, Central Intelligence
Agency
Washington, D. C. 20505

Dear Mr. Helms:

In response to Mr. Coffey's letter of January 25, authorization is hereby granted to you to serve alcoholic beverages at your headquarters in McLean, Virginia, as an exception to section 101-19.306 of the Federal Property Management Regulations and subject to the following:

1. The serving of alcoholic beverages will be completely arranged for by the hosting official, and General Services Administration building custodial, craft, or contract personnel will not be involved as participants, onlookers, or in any other manner.
2. The hosting official will be fully responsible for the proper management of affairs at which alcoholic beverages are to be served to assure appropriate conduct by participants at all times.
3. Full or partially filled alcoholic beverage bottles, glasses, or other containers will be handled so as to preclude GSA building custodial, craft, or contract personnel or other unauthorized persons from having access thereto during or following affairs at which alcoholic beverages are served.

Sincerely,

Robert L. Kunzig
Administrator

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25 January 1971

The Honorable Robert L. Kunzig
Administrator of General Services
18th and F Streets, N. W.
Washington, D. C. 20405

Dear Mr. Kunzig:

This is to request an exemption from the prohibition of the General Services Administration regulation (41 C.F.R. 101-19. 306) to permit the use of alcoholic beverages on the Federal property occupied by this Agency at McLean, Virginia.

As you know, the Agency's headquarters are in McLean and the Director, his senior staff, and the major portion of our employees are located here. From time to time it is necessary for the Director and other senior officials to meet with foreign officials and individuals as well as influential American citizens from private life. Normally, there are security considerations pertaining to such official contacts, and in many instances our guests request that these meetings not be publicized or readily observable. We cannot, therefore, provide appropriate social amenities in public places. In addition, there are commemorative or similar events which should be appropriately recognized with participation of Agency personnel as well as citizens from private life. Because of the security relating to the identity of certain of these individuals or their relation to the Agency or the United States Government, again we are unable to use public facilities. At meetings of this sort, it is customary to serve alcoholic beverages in moderation. It is for these reasons that we believe we need the exemption referred to above. We would maintain strict controls on such activities, with particular regard for the protection of Government property and for the reputation of the Government and its employees.

[Handwritten signature]

We, of course, will be glad to submit any additional information or to meet with you or other GSA officials concerning this request.

Sincerely,

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

OGC:RHL:sin (19 Jan 71)

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